

MEMORANDUM OF ASSOCIATION

&

RULES AND REGULATIONS

OF

**The Assam Branch of Indian  
Speech & Hearing Association**

\* ASSAM \*

# MEMORANDUM OF ASSOCIATION

Fees Rs.2,000.00

[Registration under Societies Registration Act, XXI of 1860]

**1. Name of the Society: The Assam Branch of Indian Speech & Hearing Association**

**2. The Office of the Society is situated in the State of Assam.**

**3. The objects for which the Society is established are :-**

i. To encourage scientific studies and experiments in the process involved in Speech Language and Hearing. To promote investigation of Speech Language and Hearing disorders, foster improvement of therapeutic procedure for such disorders. To simulate exchange of information amongst persons thus engaged and disseminate such information.

ii. To hold scientific discussions and reading papers related to speech language and hearing.

iii. To establish and maintain a reference library and / or museum equipping it with books, reference materials, magazines etc. related to speech language and hearing.

iv. To monitor and advise on legislations effecting speech language and hearing specialists and persons effected with speech language and hearing disorders.

v. To bring together members of the Association at meetings and conventions and continuing education programs, seminars and workshops etc. in area of speech language and hearing disorders or for the general well being of the Members.

vi. To work for alleviation of the problems of speech language and hearing afflicted population in the region.

vii. To organise exhibitions of machinery, implants, tools, appliances, aids etc. connected with or pertaining to Speech Language and Hearing Field in the Region.

viii. To do all other acts and things conductive and helpful to the advancement and fulfillment of the aims and the objective mentioned herein.

The incomes and properties of the Association whatsoever derived, shall be applied solely towards the promotion of the purposes of the Association as set forth in this Memorandum, and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to any member of the Association. Provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any officer or servant of the Association or the repayment of out-of-pocket expenses.

President

Secretary

Treasurer

The Assam Branch of Indian Speech  
& Hearing Association

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4. The Names, Addresses and Designations of the present members of the Governing Body are :-

Name in full	Address	Occupation	Designation
Dr. Ashok Kumar Biswas	Gauhati Medical College and Hospital, Gauhati – 781 032	Lecturer (Selection Grade) Audiology, Department of ENT, Gauhati Medical College and Hospital.	President
Mrs. Tina Nawka	Nawka Hearing Aid Centre, 1 <sup>st</sup> Floor, Col. Jainur Ali Road, Lakhtokia, Guwahati – 781 001	Audiologist & Speech Language Pathologist	Vice President
Dr. Lanu W. Aimol	Composite Regional Centre (CRC), Gauhati Medical College Hospital Campus, Bhangagarh, P.O. Indrapur, Guwahati - 781 032	Officer in Charge Cum Asst. Professor, Composite Regional Centre (CRC), Gauhati Medical College Hospital	Secretary
Ms. Pranti Ligira	GNRC, North Guwahati – 781 030	Audiologist & Speech Language Pathologist	Joint Secretary
Mr. Saurav Nawka	Nawka Hearing Aid Centre, 1 <sup>st</sup> Floor, Col. Jainur Ali Road, Lakhtokia, Guwahati – 781 001	Audiologist & Speech Language Pathologist	Treasurer
Dr. Aziza Karim	C/o. Mr. Pasimuddin Ahmed, House No. 3, PNGB Road, Shantipur, Guwahati – 781 009	Audiologist & Speech Language Pathologist	Executive Member
Dr. Surya Ranjan Deka	M/s. Audio Service, Rajgarh Road, Guwahati – 781 005	Audiologist & Speech Language Pathologist	Executive Member
Ms. Mitali Sharma	M/s. Rehman Hospital, Sixmile, Guwahati – 781 022	Audiologist & Speech Language Pathologist	Executive Member
Ms. Pragnya Bharadwaj	Pratidhwani, House No. 8, Bahini Path, Rukminigaon, Guwahati – 781 022	Audiologist & Speech Language Pathologist	Executive Member
Mrs. Kakoli Nath	Astitva, Namghar Path, Near Gopal Than, Near Namghar, Rani Bagan, Guwahati - 781 038	Audiologist & Speech Language Pathologist	Executive Member
Ms. Manashi Sarmah	Pratiksha Hospitals, Mahapurush Madhabdev Path, Borbari, Guwahati, Assam 781036	Audiologist & Speech Language Pathologist	Executive Member
Ms. Pritismita Krishnatreya	House No.42, Sitola Mandir Path, Manpara, A. K. Dev Road, Guwahati - 781 008	Audiologist & Speech Language Pathologist	Executive Member

President  
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Secretary  
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Treasurer  
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**RULES AND REGULATIONS OF THE ASSOCIATION**  
[Registration Under Societies Registration Act, XXI of 1860]

**1. Name of the Society: The Assam Branch of Indian Speech & Hearing Association.**

**2. Address of the Society:** Composite Regional Centre (CRC), Gauhati Medical College Hospital Campus, Bhangagarh, Guwahati-781032.

**3. Area of Operation:** The Area of Operation will be State of Assam.

**4. The objects for which the Society is established are:-**

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## 5. MEMBERSHIP –

### (a) Qualification to become Members:-

i) Honorary Members: They shall be those from speech-language and hearing or allied specialities, who have made significant contribution to the advancement of the discipline of Speech-Language and Hearing in the Country.

ii) Life Members: They shall be those who hold a degree in Speech-language and Hearing from a recognized university from India or abroad and having paid their life membership fees.

iii) Ordinary Members: They shall be those who hold a degree in Speech-Language and Hearing from a recognized School or College of Speech-Language and Hearing from India or abroad and having paid their annual membership fee.

iv) Associate Members: They shall be those who are not primarily from the field of Speech-Language and hearing but from a related discipline (medical or non-medical) closely associated with the field and holding a minimum of graduate degree in their respective discipline and having paid their annual subscription fee.

v) Student Members: They shall be those who are undergoing under graduate training in Speech-Language Pathology and Audiology and having paid their annual subscription fee.

vi) Life / Ordinary / Associate Membership : The prescribed application form can be had from the Secretary, A-ISHA and shall return the same, duly filled, along with a DD / Electronic Transfer drawn in favour of "The Assam Branch of Indian Speech and Hearing Association" or cash for the prescribed membership category. The applicant should be duly nominated by two life or ordinary members whose names appear on the register of the Association of existing members and such applications shall be sent to the Secretary.

vii) The Student Member should produce a bonafide certificate from the institution of their study in the format prescribed by the Association and shall pay the prescribed membership fee either on cash or by DD / Electronic Transfer.

viii) The requirement for the election as a member may be waived in the special cases by recommendation of the Committee and two-thirds vote of the Governing Body.

ix) The members must abide by the Rules & Regulations of the Association. The Governing Body shall have the right to decide the eligibility and the class to which the applicant belongs. Governing Body has the right to deny the membership. The decision of the Governing Body shall be final.

### (b) Subscription, Donation etc.:-

i) Subscription shall be paid in advance. All categories of memberships, a processing fee of Rs.50.00 (for members in India) and US \$10 for overseas members shall be charged.

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ii) Life Membership: The Life membership fee shall be Rs.1,000.00 for members from India and US \$100 for members abroad.

iii) Ordinary Membership: The annual subscription for the ordinary members shall be Rs.500.00 for members from India and US \$ 50 for members abroad.

iv) Associate Membership: The annual subscription for the associate members shall be Rs.750.00 for members from India and US \$50 for members abroad.

v) Student Membership: The annual subscription for the student members shall be Rs.250.00 for students from India and US \$50 for the students abroad.

**(c) Collection of Fund:** The Funds collected will be separate fund of the Society and used appropriately. Funds can be collected from members and also from Government and similar organization and body.

**(d) Control of Fund:** The control of Funds shall rest with the Governing Body of the Society and the funds will be kept in Bank account opened with nationalized bank and to be operated jointly by the President and Secretary or Treasurer.

#### **6. Procedure of the General Meeting:**

The President of the Association shall preside over all the official meetings and functions of the Association.

i) The Annual General Meeting of the Association shall be held at a time and place to be notified by the Secretary, and such meeting shall be held within eighteen months after the previous one unless the Governing Body by a majority resolves otherwise.

ii) The Secretary shall give atleast one month's notice of the Annual General Meeting and shall call for agenda items to be placed before the general body for action.

iii) The time and place of the annual meeting shall be decided by the Governing Body.

*Agenda:* The business to be transacted at the Annual General Meeting shall be:

(a) to confirm the minutes of the last Annual General Meeting and of Special General Meeting if any,

(b) to adopt with or without modifications the report of the working of the Association for the previous year ended,

(c) to pass audited accounts of the Association for the previous year ended,

(d) to appoint qualified auditor or auditors,

(e) to transact such business as may be fixed by the Governing Body,

(f) to transact such other business as may be brought forward by giving 14 days previous notice from any members,

(g) to conduct Election.

#### **7. Quorum of the General Meeting:**

One third Member present in person shall form quorum for General Meeting.

President

Secretary

Treasurer

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**8. Election procedure of the Governing body:**

I. The Secretary under the direction of the Governing Body shall call for nomination of the various posts of the Governing Body from the qualified members of the Association. This shall be communicated to all Members.

II. The nominations shall be called two months before the Annual General Body Meeting. The Nomination closes one month before the General body withdrawal of nomination is allowed even on the floor of the house up till before election. The election shall be held at the General Body Meeting.

III. The Nomination Papers for the posts of all the office bearers (above mentioned) must reach the Secretary within stipulated time.

IV. Nomination should be filed in the format prescribed by the Governing Body and be proposed and seconded by the registered eligible members of the Associations.

V. If no nominations are received in any specific posts(s) or if the elected office bearers fails to assume the office, the Governing Body can call for nomination from the floor and shall nominate the person.

VI. The Governing Body shall form an Election Committee with Returning Officer for the smooth conducts of the elections.

VII. The Returning Officer shall be responsible till the results are declared and the same shall be handed over to the President of the Association with full signature, date, and station and with official designation.

A). The President shall be elected at every annual general body meeting by ballot. The President for the succeeding year will act as ex-officio member as Past President for the next year.

B). The election of the Secretary, Joint Secretary, Treasurer, Editor of the Journal and all the four members of the Governing Body:

i) The general body at the Annual General Meeting shall elect the Secretary, Joint Secretary, Treasurer, and the Editor of the Journal of the Association who shall hold office for a period of two years or till the next annual general body meeting whichever is longer.

ii) Four Members: the general body shall also elect four members to the Governing Body at the Annual General Meeting who shall hold office for a period of two years.

iii) In the event of vacancy occurring amongst the office bearers of the Governing Body during the course of any year, the existing members of the Governing Body shall nominate the office bearer or office bearers as the vacancy or vacancies and the persons so nominated shall hold additional charge till the next Annual General Meeting.

**9. Short description of the Governing body:** The management of the affairs of the Society shall vest in a Governing Board (hereinafter referred to as 'Board') consisting of a minimum of 7 (Seven) and maximum of 15 (Fifteen) Members.

The Board may have one or more categories of office bearers as it may deem fit. It shall have one President, one Secretary and one Treasurer and other executive members.

**10. The term of the Governing Body:-**

All office bearers are entitled to hold office for one term and shall retire after expiry of the term, but shall be eligible for re-election, only for another consecutive term. And, no one shall hold more than one post at a time except in case of exigency. Members who wish to contest for the second term should have relinquished the office of Governing Body.

**11. Procedure of Re-election of the members of the Governing body:-**

Not less than 2 Members of the Society shall be elected at every Annual General Meeting of the Society to act on the Board. Other Members of the Board shall be nominated by the Board.

**12. Procedure of the meeting of the Governing body:**

7 days' notice of the meeting specifying the place, time and general nature of the business to be transacted shall be given to every member of the Governing Body. Emergency Meeting may be called on 24 hours of notice.

i) The President when present shall preside at all the meeting of the Governing Body and in his absence, the immediate Past-President or the Vice-President shall preside. If all the three happen to be absent, the meeting may elect its own Chairman and for the purposes and for the meeting, he shall have all the powers of the President.

ii) In the event of every important agenda on the Governing Body meeting, the President at his discretion may direct that in his absence either the Vice President or the Immediate Past-President to preside.

iii) In every case of voting the President or the Chairman will have a vote. In every case of a tie, the Chairman or the President shall have additional or casting vote.

iv) The Voting could be either by show of hands or by ballot.

v) Whenever it is found inconvenient to call a meeting of the Governing Body and the Secretary deems it desirable that the opinion of the Governing Body should be obtained on any particular matter or matters where their opinion is required, he shall do so by electronic mail and act in accordance with the view of the majority.

vi) The President has the power to call for a Governing Body meeting in the matters of urgency in consultation with the Secretary.

**13. Quorum of the meeting of the Governing body:**

2/3rd members personally present shall constitute a quorum for the Governing Body meeting and if a quorum is not present within 30 minutes of the time, members present shall adjourn the meeting.

President

Secretary

Treasurer



**14. Expulsion of undesirable member:**

Any member shall cease to be a member:-

- i) on the acceptance of his resignation from membership,
- ii) on his becoming insane or insolvent,
- iii) on his commission of any offences in connection with the formation, promotion, management or conduct of affairs of Association or a body corporate or of any offences involving moral turpitude.

**15. Auditor:** A qualified Auditor will be appointed by the Executive body who shall audit the accounts of the society at least once in a year and Annual Audit Report will be submitted to the Registrar of Societies Regularly.

**16. Legal Procedure:-** According to the provision laid down in the section 6 of the societies Registration Act-XXI of 1860, the Society may sue or may be sued in the name of the President and Secretary of the Society.

**17. Dissolution:-** If necessary, the Society may be dissolved and the properties remained after dissolution may be handed over according to the provision laid down in the Section 13 and 14 of the Societies Registration Act-.XXI of 1860.

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Certified to be true copy of the Rules & Regulations of **"The Assam Branch Of Indian Speech And Hearing Association"**

President The Assam Branch of Indian Speech & Hearing Association	<del>Secretary</del> The Assam Branch of Indian Speech & Hearing Association	<del>Treasurer</del> The Assam Branch of Indian Speech & Hearing Association
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We, the undersigned member of the Governing Body of the Association, do hereby certify that the above is a true copy of the Rules & Regulations of the Association.

Signature of three members of the Governing Body.

# **The Assam Branch of Indian Speech & Hearing Association**

Composite Regional Centre (CRC), Gauhati Medical College Hospital Campus,  
Bhangagarh, P.O. Indrapur,  
Guwahati 781 032

Phone : 98640 49696 (Shri Saurav Nawka, Treasurer)

Email : assambranch.isha@gmail.com

## **Minutes of the Meeting held on 27.07.2021**

At a Meeting held under the Presidentship of Dr. Ashok Kumar Biswas on 27.07.2021 it was discussed and resolved as under “:-

The Society had applied for Registration of Society under the Societies Registration Act, XXI of 1860 and have received a note from the Registrar of Firms & Societies, Assam that “Assam” cannot be allowed as the first word of the name. Hence it was unanimously decided that the name and style of the Society be “**The Assam Branch of Indian Speech & Hearing Association**”.

Resolved that the name and style of the Society be “**The Assam Branch of Indian Speech & Hearing Association**” and accordingly the Registrar of Firms & Societies, Assam be informed of the same. The Executive Committee of 12 (Twelve) members who are present today is constituted and formed.

Certified to be true copy,  
For **The Assam Branch of Indian Speech & Hearing Association**,

(**Dr. Ashok Kumar Biswas**)  
(**President**)

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President  
The Assam Branch of Indian Speech  
& Hearing Association